

Position Summary

Under general supervision of the Deputy Capital Finance Director, this position is responsible for managing operations of the \$5 billion State of Wisconsin Environmental Improvement Fund (EIF) and assists with the coordination, investment analysis, and asset management of the EIF. The position has specific responsibilities related to program operations of the EIF and three state-wide municipal bond and loan programs (currently the Clean Water Fund Program, the Safe Drinking Water Loan Program, and the Land Recycling Loan Program) including but not limited to, the EIF loan and loan portfolio analysis, structuring and management; developing, maintaining, and using extensive and complex data and management information systems; documentation and coordination of individual loans, loan portfolio and related municipal and state information requirements. The position participates in the process of bond ratings and issuance and sale of taxable and tax-exempt EIF revenue and general obligation bonds. Other tasks relate to providing public information on and assisting with the general operation of the EIF and maintaining coordination with the Department of Natural Resources. This position also assists with other functions of the Capital Finance Office as needed, including but not limited to, participation in policy development, debt management, legislative proposals, and innovative initiatives of the Capital Finance Office to maximize the expertise the Capital Finance Office.

Goals and Worker Activities

Time % Objectives and Tasks

30% A. Responsible for coordination and EIF municipal loan origination and funds disbursement, including but not limited to the following:

- A1. Advises municipal officials, attorneys and professional advisors in application preparation and explanations of program financial policies and procedures.
- A2. Makes presentations to local governing bodies and officials on the structure and operation of state EIF loans.
- A3. Reviews and provides DOA certification of financial assistance application, as required by s. 281.58 and s. 281.59, Wisconsin statutes.
- A4. Prepares, reviews and/or approves legal and financial documents pertaining to loan approvals, local bond issuance, bond counsel opinions, enforceability opinions, and bond closing procedures and requirements.
- A5. Performs loan amortization analysis, disbursement calculations, and loan administration procedures to ensure proper portfolio management.
- A6. Participates in other aspects of loan processes and procedures as required.

25% B. Credit and tax analysis of loans and loan portfolios; loan portfolio management

- B1. Analyzes credit information from loan applications as received.
- B2. Analyzes various data and determines preliminary rating stratification; transmits pertinent data to rating agencies, including municipal credit data, Department of Revenue data, etc. Justifies rating determination to rating agencies when necessary.
- B3. Develops and maintains, with other EIF staff, database for tracking loans and loan servicing functions. Administers loan servicing policies and functions; oversees contract service providers.
- B4. Advises EIF Attorney(s) and, in consultation with Special Tax Counsel, analyzes and compiles pertinent tax information regarding tax status of individual project loans, overall status of

portfolio, and conformance with arbitrage rebate and other requirements of the Tax Act of 1986 to ensure tax-exempt status of bonds.

B5. Develops and operates comprehensive data and management information system regarding loans and loan portfolios, including credit, tax, valuation, and other relevant information. Cooperates with the Department of Natural Resources, the department's Bureau of Financial Operations, and other EIF staff in operation of information system.

15% C. Participates and assists with issuance and sale of EIF revenue and general obligation bonds, including but not limited to the following:

C1. Performs complex financial, credit, and tax analyses relating to the issuance and sale of EIF revenue bonds.

C2. Makes policy recommendations regarding investment of EIF accounts, including bidding and negotiating of investment contracts.

C3. Represents the department in negotiating with local governments the terms and conditions of state financial assistance.

15% D. Participates in and assists with all general EIF Program activities, including but not limited to the following:

D1. Works with Deputy Capital Finance Director, financial officer, attorney, accountant and administrative assistant to assist when necessary with all program operations.

D2. Works with bond and special tax counsel, financial advisors, trustee, underwriters, and rating agencies as required.

D3. Participates in, conducts and reviews special studies and projects assigned to or initiated by the Deputy Capital Finance Director.

D4. Works with other department staff on EIF policy and bonding issues.

D5. Maintains, operates and augments as necessary the EIF data and management information system (MS Access, SQL server) that tracks comprehensive program financial information. Cooperates with the Department of Natural Resources, the department's Capital Accounting Section and other EIF staff in the operation and modification of the information system; creates and produces reports as requested; and instructs other EIF staff in the operation of the data system.

15% E. As directed, participates in policy development, debt management, legislative proposals, and innovative initiatives of the Capital Finance Office to maximize the expertise the Capital Finance Office provides to the State and investment community.

E1. Provides information on the State's debt, market conditions and legal constraints to the Budget Director, the Secretary, and the Governor.

E2. Meets with public finance investment bankers to receive information about new developments in municipal finance and to provide information about the State's debt, policies and plans.

E3. Participates in structuring of bond issues and determination of key financial terms of bond transactions; assist with administration of various credits under provisions of the respective indentures.

E4. Participates in, conducts and reviews special studies and projects assigned to or initiated by the Capital Finance Office.

Knowledge, Skills, and Abilities:

1. Strong background in financial management, information systems, and credit analysis.
2. Strong background and knowledge of municipal credit and public finance.
3. Knowledge of the operation and application of management information systems as they apply to complex program operations involving large numbers of financial transactions. Competency in the operation of word processing, spreadsheet, and relational data base programs.
4. Thorough knowledge of the legislative and rule-making process.
5. Working knowledge and understanding of financial management and public finance principles, particularly with regard to investment management and the investment decision-making process.
6. Ability to apply organizational and analytical skills.
7. Excellent oral and written communication skills.
8. Ability to work on multiple tasks and exercise sound judgment and discretion when managing complex and sensitive issues.

Special Requirements:

In-state and out-of-state travel is occasionally required. A valid driver's license or ability to provide one's own transportation will be required.